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Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Miscellaneous** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Request to Remove All Email From Case**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

**Note:** The following warning message will display:

**Warning:** *By docketing this event, you are requesting to remove your e-mail address and all secondary e-mail addresses (additional e-mail addresses used by you and your staff) to be removed from this case. Subsequently, as a party to this case, all court notices, orders and service of pleadings will be made by regular mail in paper form.*

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

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